



Personnel
1300 Sawgrass Corporate Parkway, #100 • Sunrise, FL 33323 • Phone: 954.838.4522

MANAGEMENT AND BUDGET DIRECTOR

- DATE:** May 10, 2006
- SALARY:** \$73,514 - \$101,341
- NATURE OF WORK:** This is highly responsible administrative supervisory work in developing and implementing the City's annual operating budget and the preparation of the Five-Year Capital Improvement Program. Work is performed under the general policy direction and administrative guidance of the Central Services Director.
- EDUCATION:** Graduation from an accredited college or university with a Bachelor's Degree in Accounting, Finance, Business Administration or Public Administration. (Master's Degree is desirable.)
- EXPERIENCE:**
- Five (5) years of progressively responsible experience working in a central budget office in the preparation and implementation of city or countywide budgets. Should be familiar with productivity analysis and Federal, state and local laws as they relate to budget preparation and fiscal planning.
 - Two (2) years of supervisory experience required.
- SPECIAL REQUIREMENT:** Possession of a valid driver's license and a good driving record.
- CLOSING DATE:** Open until filled.
- HOW TO APPLY:** Please submit a completed City of Sunrise Employment Application or two (2) copies of resume (including current salary) and proof of education to the Personnel Dept.

It shall be the policy of the City of Sunrise to hire well-qualified persons to perform the many tasks necessary in providing the services the City is called upon to render. An integral part of this policy is to provide equal employment opportunity for all persons for employment and to recruit and administer hiring, working conditions, benefits and privileges of employment, compensation, training, appointments for advancement, including upgrading and promotions, transfers, and terminations of employment including layoffs and recalls for all employees without discrimination because of race, color, religion, national origin, sex, marital status, sexual orientation, age or physical or mental disabilities who are qualified for the jobs they are seeking.

EQUAL OPPORTUNITY EMPLOYER - M/F/D/V